



# SSIS Fiscal Flyer

Winging Toward Integration

Issue 5 Social Services Information System August 7, 2003

## System interface reduces duplicate data entry

SSIS Fiscal's interface with the county accounting system (IFS or other accounting system) will enable it to:

- Bring vendor/provider information into SSIS from the county accounting system.
- Send payment request information out to the accounting system to generate checks and the corresponding general ledger entries.
- Accept payment information (warrant #, date, etc.) into SSIS from the county accounting system.

This will dramatically reduce the need for duplicate data entry.

### Vendors

When a vendor is added or changed on the county accounting system, that information will be sent to SSIS for updating on the vendor file, if appropriate. Vendors that should not be included in the SSIS vendor file will not be processed. This flow of information from the county accounting system into SSIS will happen in near real time, so that very soon after a vendor is added or changed in the accounting system it can be used in SSIS.

There may be some cleanup needed in the vendor file to be able to use this feature. It is important to ensure that a one to one relationship exists between a vendor record in the county accounting system and its counterpart in SSIS. We are currently researching what sort of cleanup effort may be needed to prepare for this initial load of vendors.



### Payment Requests

Payment requests will be generated in SSIS Fiscal through service arrangements or a "quick pay" process. Providers' bills, invoices, or preprinted vouchers can be entered to create payment requests that can then be batched and submitted to the county accounting system. The county accounting system will then generate checks and the appropriate general ledger entries. Each payment request will have a unique ID so that the county accounting system can track it and send information back to SSIS Fiscal.

### Payment Confirmation Information

IFS or other county accounting systems will receive the batch of payment requests. Once there, they may be printed. However, no changes can be made to information (such as vendor or amount) on the payment request. After payments have been successfully disbursed, payment confirmation information (such as payment request ID, warrant #, warrant date, amount) will be sent back and posted in SSIS against the payment request. Counties will also be able to view payment information by vendor, chart of accounts, BRASS service codes, service arrangement, client, etc.

### JIC approves interface between IFS and SSIS Fiscal

At its July 25, 2003 meeting, the Joint IFS Committee (JIC) approved a proposal of \$31,520.00 to develop an interface between the Social Services Information System (SSIS) and IFS. See article above for more information on the interface features.

The JIC also determined that the development cost for the SSIS/IFS Interface should be considered a Special Project with the cost divided among the 74 counties that use IFS and SSIS. Tri-Min Systems will send a letter (on behalf of JIC) to the counties that use IFS explaining that the individual county cost will be a one-time expense of \$425 and will be billed with the first quarter 2004 CMHS Support invoice.

For more information about the SSIS Fiscal Project or IFS interface, contact SSIS Fiscal project manager Kate Stolpman at 651-772-3789. Or contact Herb Dingman, TriMin Systems, at 320-359-5007.

## SSIS Fiscal presents at AMSSA conference

Mary Klinghagen, CSIS Coordinator, and Kate Stolpman, SSIS Fiscal Project Manager, presented two sessions at the Association of Minnesota Social Service Accountants conference on June 25.

Topics covered included:

- Web site contents and how to access the CountyLink site
- Design Concepts – For example, SSIS Worker and SSIS Fiscal will use a single database and have different views of the same data
- High level design results – Input/Output Diagrams, Use Case Model
- Draft list of components/features planned for SSIS Fiscal in SSIS Version 4.0
- Sample detailed design products – data object models, business process diagrams, activity diagrams, business rules – and how to interpret these products.

Copies of the handouts from the conference are available on the SSIS Fiscal web site page:

[http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county\\_id\\_001551.hcsp](http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county_id_001551.hcsp)

Kate and Mary emphasized that county accounting staff should review documents and Payments detailed design meeting notes that are on the web site. The project staff and the county design workgroup members need input; these products are published so that your concerns are included in the

design process. If you have questions about documents, SSIS Fiscal staff are willing to attend regional accounting meetings to explain documents, or you may contact us by phone or e-mail.

The fiscal system needs to accommodate differing county practices as much as possible, although it will not be able to perfectly match each county's individual process and work flow.

Please contact the representative from your region or one of the SSIS Fiscal Project staff with concerns or comments. Project staff are also willing to attend regional accounting meetings to present or discuss issues with accounting staff.

### New members join Payments WG

SSIS Fiscal welcomes five new members to the Payments Detailed Design group.

**Kim Verbrugge**, Anoka County

**Sandy Block**, Benton County

**Deanna Holte**, Grant County

**Joanna Schmidt**, Olmsted County

**Dawn Flores**, Ramsey County

Welcome to the SSIS Fiscal team. We're glad you're here!

Sandy and Deanna replace **Joe Schouweiler** (Wabasha County) and **Kathy Ryan** (Aitkin County) who can no longer be with us. Thanks, Joe and Kathy, for all your hard work! You will be missed.

### Documents are on CountyLink

DHS's CountyLink web site includes SSIS Fiscal documents from each of the three design workgroups. The joint **high level design** documents are at [http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county\\_id\\_001551.hcsp](http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county_id_001551.hcsp)

Payments Workgroup's **detailed design** documents are at: [http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county\\_id\\_001552.hcsp](http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county_id_001552.hcsp)

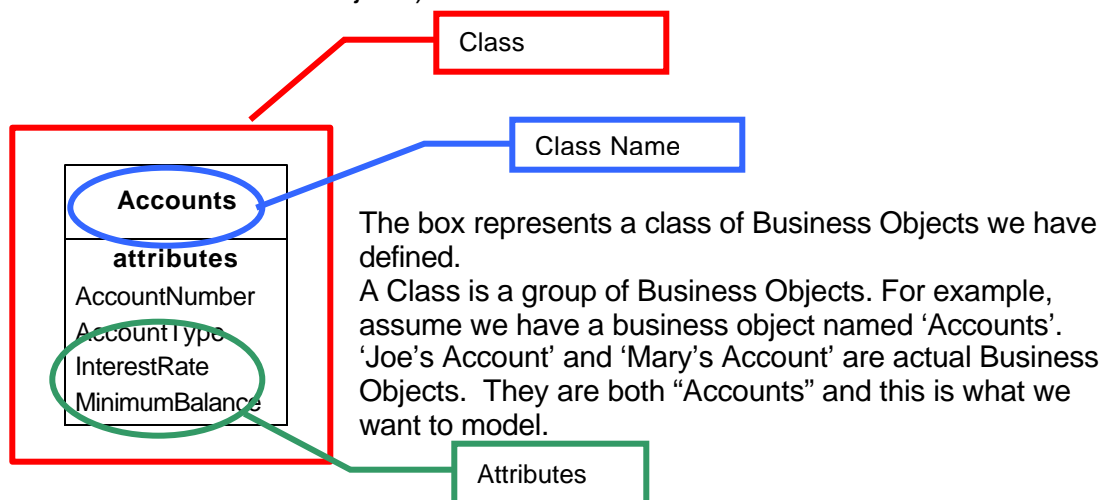
**Suggestion:** Bookmark the SSIS Fiscal home page. Passwords are not yet required. When they are assigned in the near future, users can still click on a *Favorites* bookmark and go directly to that page after security.

## A diagram is worth a thousand words

If you have been reading the Payments meeting notes ([http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county\\_id\\_001552.hcsp](http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county_id_001552.hcsp)), you may have seen diagrams showing business objects and how they relate to each other, as well as activity diagrams and state diagrams. The following summarizes how to read the information on the diagrams. As we develop the documentation for the fiscal system, you will see even more of these diagrams.

### Business Object Model

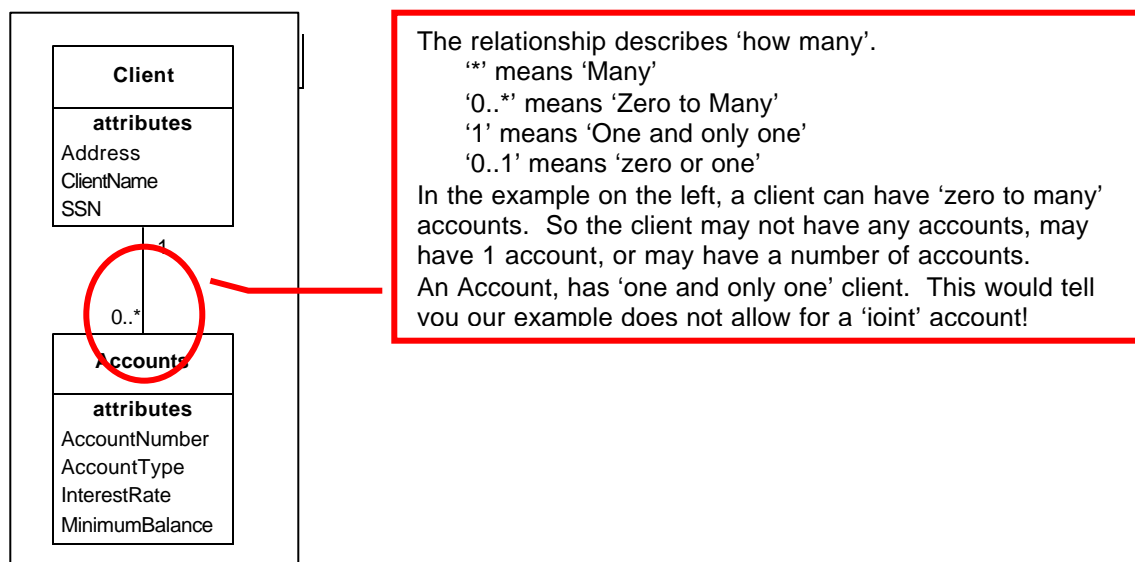
A Business Object Model defines the information that will be stored and used in the system. The diagram below explains the business object model we are using (these are not actual SSIS business objects).



In addition to identifying the classes, or groups of information, we also want to model the information that is required for each class (or the data we want to keep for a class). These are the "attributes" of the class. In this example, some of the attributes we want to keep track of are Account Type and Interest Rate.

### Relationships

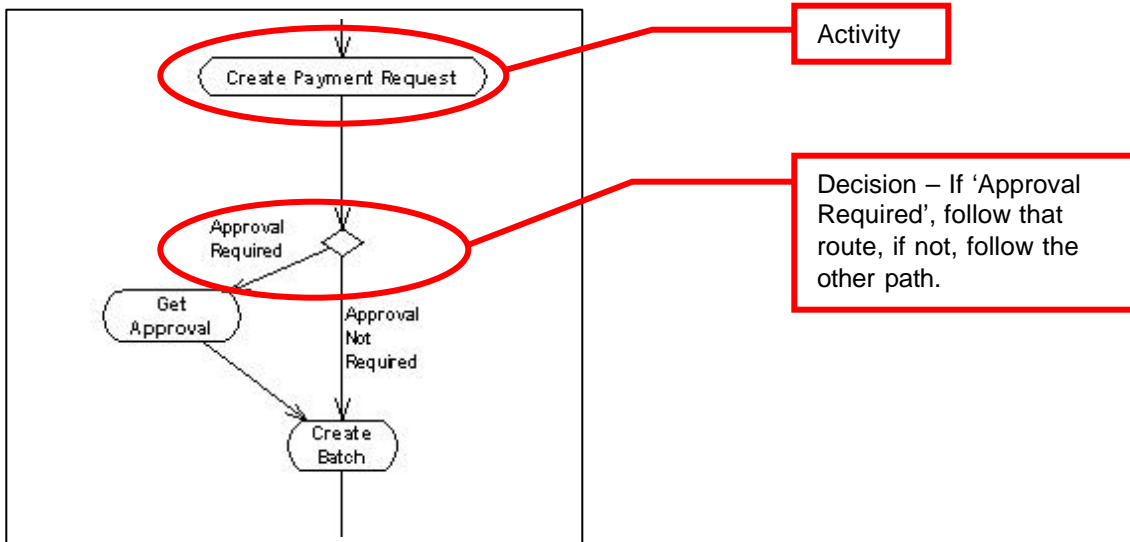
Relationships describe how the Business Objects relate to each other.



Understanding what classes are and relationship between them enables us to understand our first picture. We can look at any two classes in our model and see if they relate to each other and how.

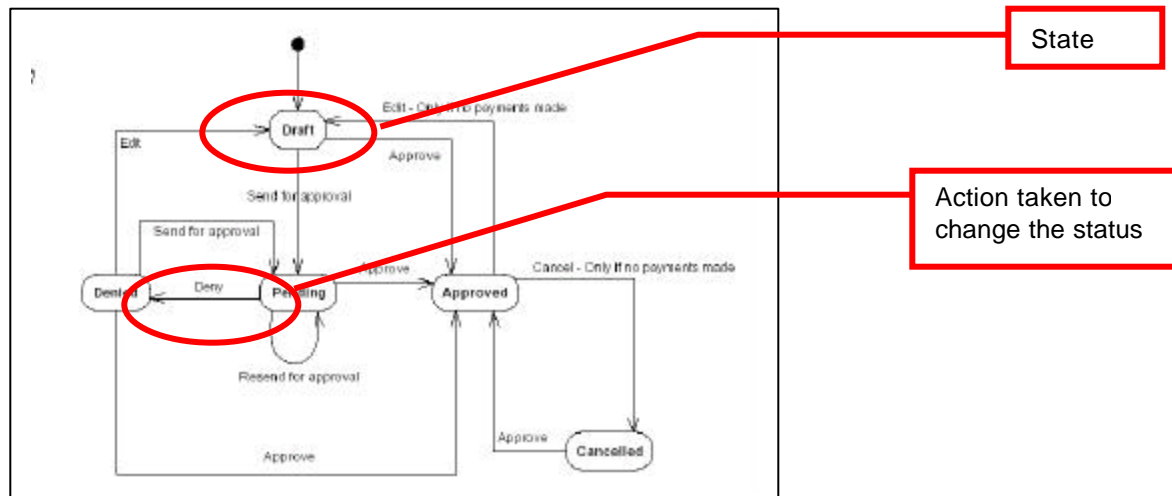
## Activity Diagrams

An activity diagram is useful in connection with workflow. The core symbol is the 'activity,' which we represent with an oval. A diamond represents a decision and states the options on the lines leading to the next activity in the flow. Part of an activity diagram is shown below:



## State Diagrams

A state diagram is used to show the various 'states', or statuses, of an object and the action taken for that object to get that status. An example is shown below.



## Payments workgroup participants

We sincerely appreciate these county volunteers who participate in the Payments workgroup.

### Payments, Service Agreement, etc.

Anoka	Lisa Menth – IS
Anoka	Kim Verbrugge - Plcmt. Support Unit Supv.
Benton	Sandy Block - Fiscal Officer
Brown	Ruth DeSaer – Accounting Technician
Carver	Sue Nelson – Fiscal Supervisor
Cook	Jan Parish – Fiscal Supervisor
CSS	Bill Sowada - Programmer
Dakota	Tom Edstrom – Accounting Manager
Grant	Deanna Holte - Fiscal Officer
Kandiyohi	Sheila Ellingboe – Fiscal Supervisor
Olmsted	Ed Emerick – Assistant Controller
Olmsted	Joanna Schmidt – Account Technician
Ramsey	Sharon Bourne - Accounting Support Supv.
Ramsey	Dawn Flores – Program Specialist
Renville	Jan Rauenhurst – Account Technician
Scott	Riki Anderson – Account Tech 3
Sibley	Diane Boucher – Accounting Technician
St. Louis	Kris Boswinkel – Business Mgmt. Director
Stearns	Kate Trossen – Fiscal Supervisor
Tri Minn Systems	Herb Dingman – Sr. Programmer/Analyst
Washington	Sue Hoppe – Fiscal Staff
Wright	Larry DeMars – Fiscal Manager

### DHS Staff participating in WGs

Greg Doyle – SSIS Systems Analyst  
 Theresa Hill – SSIS Systems Analyst  
 Mary Klinghagen – CSIS Coordinator  
 Andres Nelson – SSIS Developer  
 Kate Stolpman – SSIS Fiscal  
 Project Manager  
 Dave West – Accounting Officer,  
 DHS Financial Mgmt.  
 Other staff will participate as needed.

### Workgroups' Facilitator

Jennifer Trombley

### Part-time Functional Analysts

Sue Nelson – Carver County  
 Janet Nilsen – St. Louis County

If you have comments on the design process, the workgroups' documents on the web site, or would like SSIS Fiscal staff to attend your regional meeting, please contact Kate Stolpman: [kate.stolpman@state.mn.us](mailto:kate.stolpman@state.mn.us) or 651-772-3789.